

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER

RFTOP# 130 TITLE: 12 Spanish Brochures - NINDS

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis
Phone: 301-402-3073 Fax: 301-435-6101

Proposal Address:
6011 Executive Blvd., Rm. 529S
Rockville, MD 20892-7663

Billing Address:
Accounts Payable, OFM, NIH
Bldg. 31, Rm. B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: *125 days from date of award.*

C. PRICING METHOD: *Firm Fixed Price or Time and Material*

D. PROPOSAL INSTRUCTIONS: Submit electronically to the POC. *Contractor will submit sample Spanish translations of patient-education fact sheets. Translations will be submitted as Word documents and should be understandable to a general, non-medical audience, ie, patients and families. If firms have no specific samples, they may submit similar samples. Please submit an electronic version of the signature page or fax to the POC.*

E. RESPONSE DUE DATE: Thursday, May 15 at Noon, NIH time.

F. TASK DESCRIPTION:

The NINDS requests that the following brochures be translated from English into Spanish:

1. Arteriovenous Malformations and Other Vascular Lesions of the Central Nervous System Fact Sheet (4,497 words)
2. Batten Disease Fact Sheet (2,017 words)
3. Carpal Tunnel Syndrome Fact Sheet (2,416 words)
4. Cephalic Disorders Fact Sheet (4,203 words)
5. Charcot-Marie-Tooth Disease Fact Sheet (2,262 words)
6. The Dystonias Fact Sheet (2,143 words)
7. The Mucopolysaccharidoses Fact Sheet (3,247 words)
8. Myasthenia Gravis Fact Sheet (1,886 words)
9. Rett Syndrome Fact Sheet (2,443 words)
10. Syringomyelia Fact Sheet (1,895 words)

11. Transverse Myelitis Fact Sheet (3,057 words)
12. Tuberous Sclerosis Fact Sheet (2,325 words)

The NINDS will provide the contractor with electronic Word documents and hard copies of these twelve (12) brochures in English. Translations will be submitted to the NINDS (as electronic Word documents) on the following schedule:

1. Arteriovenous Malformations and Other Vascular Lesions of the Central Nervous System Fact Sheet: due to NINDS 3 wks (15 working days) after issuance of contract
2. Batten Disease Fact Sheet: due to NINDS 5 wks (25 working days) after issuance of contract
3. Carpal Tunnel Syndrome Fact Sheet: due to NINDS 7 wks (35 working days) after issuance of contract.
4. Cephalic Disorders Fact Sheet: due to NINDS 9 wks (45 working days) after issuance of contract
5. Charcot-Marie-Tooth Disease Fact Sheet: due to NINDS 11 wks (55 working days) after issuance of contract
6. The Dystonias Fact Sheet: due to NINDS 13 wks (65 working days) after issuance of contract
7. The Mucopolysaccharidoses Fact Sheet: due to NINDS 15 wks (75 working days) after issuance of contract
8. Myasthenia Gravis Fact Sheet: due to NINDS 17 wks (85 working days) after issuance of contract
9. Rett Syndrome Fact Sheet: due to NINDS 19 wks (95 working days) after issuance of contract
10. Syringomyelia Fact Sheet: due to NINDS 21 wks (105 working days) after issuance of contract
11. Transverse Myelitis Fact Sheet: due to NINDS 23 wks (115 working days) after issuance of contract
12. Tuberous Sclerosis Fact Sheet: due to NINDS 25 wks (125 working days) after issuance of contract

G. EVALUATION FACTORS.

1. *Prior experience producing Spanish-language translations on medical topics.*
2. *Cost.*

TO # NICS-130

TITLE: 12 Spanish Brochures - NINDS

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE

CONTRACTOR: _____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date

